



California Department of Education
Selection Services Office
Examination Bulletin
Special Education Consultant

CONTINUOUS FILING

OPEN/STATEWIDE

CALIFORNIA STATE GOVERNMENT * AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.

WHO MAY APPLY	This examination is open to anyone who meets the "Requirements of Admittance to the Examination". Career credits do not apply.	
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Item #2 on the "Examination and/or Employment Application. You will be contacted about specific arrangements.	
HOW TO APPLY	Submit Examination Application (STD 678): By Mail or In Person to: California Department of Education Selection Services Office 1430 N Street Room 1802 Sacramento, CA 95814	
CONTINUOUS FILING	The California Department of Education will accept applications on a continuous basis and test applicants as follows: <div><div><u>FINAL FILING DATE</u> February 20, 2004 August 20, 2004</div><div><u>RATING PANEL CONVENES</u> March/April 2004 September/October 2004</div></div>	
CROSS FILING INFORMATION	<p>Applications (Std. 678) must be received no later than one of the above final filing dates. Applications received after one of the designated dates will be considered for the next examination.</p> <p>Note: All applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and official employment titles. Applications/resumes received without this information may be rejected.</p> <p>If you meet the entrance requirements for this examination and for the Special Education Assistant examination scheduled with the same final filing date, you may file a single application. Indicate on your application (STD. 678) the title of each examination that you wish to take.</p>	
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p><u>Credential Requirement:</u> Applicants must possess a valid administration credential or credential or life diploma of equivalent authorization. (One year of experience in the California Department of Education performing the duties of a professional education class at a level equivalent to the class of Special Education Assistant, Range B, or higher may be substituted for the required credential. Experience used in this manner to meet the credential requirement must be in addition to that used to meet the general experience requirement.) Possession of an earned Master's Degree or equivalent in Special Education or related field may be substituted for the credential requirement. (Applicants who do not meet the requirement will be admitted to the examination, but must meet the requirement before they will be considered eligible for appointment.)</p> <p><u>Experience Requirements:</u> Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p>Experience in the California state service applied toward the open experience pattern (Pattern II) must include the same number of years of qualifying experience as required in the promotional pattern (Pattern I) performing the duties of a class with a level of responsibility not less than that described in the promotional pattern.</p> <p>Either I</p> <p>One year of experience in the California state service performing special education duties of a class with a level of responsibility equivalent to a Special Education Assistant, Range B.</p> <p>Or II</p> <p>Two years of administrative, supervisory, or equivalent staff level experience in special education. (This includes experience in programs for individuals with disabilities, hearing impairment and/or visual impairment, language or speech disorder, severe orthopedic impairment, other health impairment, autism, mental retardation, serious emotional disturbance, specific learning disabilities or traumatic brain injury.)</p>	
MONTHLY SALARY RANGE	\$5,349 - \$6,498	
POSITION DESCRIPTION & LOCATION	The Special Education Consultant is the full journey level position in the Special Education series. Under the direction of an Administrator, the Consultant serves as a departmental spokesperson for special education programs in a geographic area, or serves as a statewide specialist for a particular special education program component. Additionally, incumbents coordinate the development of regulations, guidelines, and research projects; and perform the more difficult, sensitive, and complex special education program planning and development assignments. Consultants may also provide leadership and training to lower level technical and support staff. <i>Positions exist with the California Department of Education.</i>	

See reverse side for additional information.

EXAMINATION INFORMATION	<p>INTERVIEWS WILL NOT BE HELD. This examination will consist of a supplemental application weighted 100%. To obtain a position on the eligible list, candidates must achieve a minimum rating of 70%.</p> <p>SUPPLEMENTAL APPLICATION – Weighted 100%</p> <p>SUPPLEMENTAL APPLICATION – Candidates who meet the “Requirements for Admittance to the Examination” will be mailed a supplemental application designed to elicit a range of specific information regarding each candidate’s knowledge, abilities, and potential to effectively to perform the functions relative to this classification. A rating committee will convene to review and assess the completed supplemental applications and assign each candidate a final numerical rating. Return of the supplemental application is MANDATORY. Candidates who do not return it will be eliminated from the examination.</p> <p>The California Department of education reserves the right to change the examination plan if the circumstances under which this examination was planned should change. Such revision will be in accordance with civil service law and rules and candidate’s meeting the “Requirements for Admittance to the Examination” will be notified of the new examination plan.</p>
INTERVIEW SCOPE	<p>In addition to evaluating the candidate’s relative abilities as demonstrated by quality and breadth of experience, education and training, emphasis will be on measuring competitively, relative to job demands, each candidate’s:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Educational practices, trends, and theory with emphasis on the principles and techniques of special education.2. Literature in the field of education, particularly as it pertains to individuals with disabilities.3. Organization of the California Educational system.4. Principles of mental hygiene, educational testing, and educational and vocational guidelines.5. Current teacher training methods.6. Community services available for assistance to individuals with disabilities.7. Principles of inter-group relations.8. Provisions of Federal and State legislation and administrative regulations, policies, and court orders relating to special education and to instruction and administration of public education.9. Research terminology and techniques. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Work cooperatively with school officials, representatives of community civic groups, State officials, and others.2. Communicate effectively, both verbally and in writing.3. Analyze situations accurately and take effective action.4. Apply leadership and creativity in the identification, development, and implementation of new programs, program revisions, and program evaluation in special education,5. Conduct conferences, workshops, and institutes.6. Plan, organize, and direct the work of others.
SPECIAL PERSONAL REQUIREMENT	<p>Willingness to travel throughout the state.</p>
ELIGIBLE LIST INFORMATION	<p>Names of successful candidates will be merged into the existing eligible list according to their final ranking. Eligibility expires 24 months after it is established.</p>
RECOMPETITION RESTRICTIONS	<p>Unsuccessful candidates who wish to recompute must wait 12 months from the date of disqualification before reapplying. Successful candidates must wait 18 months before reapplying.</p>
VETERANS CREDIT	<p>Veterans’ preference points and career credits are not granted in this examination because it does not qualify as an entrance examination under the law.</p>

GENERAL INFORMATION

It is the candidate’s responsibility to contact the California Department of Education's Selection Services Office in Sacramento at (916) 319-0857 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, the California Department of Education, and accessible on the Internet (<http://www.spb.ca.gov>) in the state application section.

The State Personnel Board and the California Department of Education reserve the right to revise the examination plan to meet the needs of the service more effectively if changes occur in the circumstances under which this examination was planned. Such revision will be in accordance with civil service laws and rules, and all candidates will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional; (2) departmental promotional; (3) multi departmental promotional; (4) service wide promotional; (5) departmental open; (6) open eligible list. In the case of continuous testing examination, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans’ preference credits) regardless of the date of the test; and the resulting eligible lists will be used to fill vacancies only in the area shown on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations investigation may be made of employment records and personal history, and fingerprinting may be required.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.